

## **MADERA COUNTY**

### **PERSONNEL ANALYST I PERSONNEL ANALYST II**

#### **DEFINITION**

Under general supervision (Personnel Analyst I) or direction (Personnel Analyst II), to perform a variety of professional personnel duties including recruitment, examination, classification, affirmative action, and employee relations activities for the County; to provide information and direction to departments, employees, applicants, and others regarding Civil Service and Personnel Department rules, policies, and regulations; to maintain confidentiality of personnel and employee relations information; and to do related work as required.

#### **SUPERVISION EXERCISED**

##### **Personnel Analyst I**

Exercises no supervision.

##### **Personnel Analyst II**

Exercises technical and functional supervision over technical and clerical staff.

#### **DISTINGUISHING CHARACTERISTICS**

**Personnel Analyst I**--This is the entry level in the Personnel Analyst class series. Positions at this level usually perform most of the duties required of the positions at the Personnel Analyst II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

**Personnel Analyst II**--This is the full journey level in the Personnel Analyst class series. Positions at this level are distinguished from the Personnel Analyst I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Personnel Analyst II level are normally filled by advancement from the Personnel Analyst I level. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Personnel Analyst II level.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provides information regarding policies, procedures, and processes related to the personnel function to departments, employees, applicants, and others; prepares confidential correspondence regarding labor relations and other personnel business; prepares staff reports, agendas, minutes, and notices for the Civil Service Commission and Board of Supervisors; presents recommendations to the Civil Service and serves as the secretary as assigned; reviews and revises job specifications; prepares recruitment and examination materials; reviews applications for examinations and promotions; selects and prepares examination materials; organizes

***Madera County***  
***Personnel Analyst I/II (Continued)***

---

oral qualification appraisal panels, written exams, performance exams, bilingual exams, and physical exams; analyzes and interprets test results; establishes, maintains, and certifies eligibility lists; confers with departments concerning a variety of personnel matters including classification, staffing, employee relations, and discipline; assists with appeals, grievances, and other complaints; prepares statistical reports and surveys; participates in employer and employee relations and negotiations activities; assists in the conduct of desk audits; provides lead direction and training for office support staff; operates office equipment; performs a variety of office support and administrative assistance duties.

**OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Personnel Analyst I**

**Knowledge of:**

Principles of business letter writing and basic report preparation.  
Technical personnel principles and practices including in the areas of recruitment, examination, classification, compensation, and employee relations.  
English usage, spelling, grammar, and punctuation.  
Mathematical and statistical principles.

**Skill to:**

Type and enter data at a speed necessary for successful job performance.  
Operate modern office equipment including computer equipment.

**Ability to:**

Learn, interpret, and apply Madera County personnel procedures, policies, and regulations.  
Learn the functions and operations of the County Personnel office.  
Learn pertinent Federal, State, and local laws, codes, and regulations relating to employment, recruitment, and affirmative action processes.  
Maintain confidentiality of information.  
Research and analyze information.  
Research and compile a variety of material for applicant examination and testing.  
Deal tactfully and courteously with the public and other County staff when providing information about personnel policies and records.  
Prepare and maintain a variety of technical and statistical records and reports.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Madera County**  
**Personnel Analyst I/II (Continued)**

---

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of technical personnel administration work.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in industrial relations, human resource management, or statistics.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Personnel Analyst II**

**In addition to the qualifications for a Personnel Analyst I:**

**Knowledge of:**

Madera County personnel procedures, policies, and regulations.

Functions and operations of the County Personnel office.

Pertinent Federal, State, and local laws, codes, and regulations relating to employment, recruitment, and affirmative action processes.

**Ability to:**

Assume responsibility for County recruitment and examination activities.

Interpret and apply County personnel rules, laws, and policies with good judgment while carrying out a variety of analytical personnel assignments.

Effectively provide information to employees and job applicants on a variety of personnel subjects.

Perform responsible and difficult personnel work involving the use of independent judgment and personal initiative.

Understand the organization and operation of the department, County, and outside agencies as necessary to assume assigned responsibilities.

Organize and direct the work of assigned staff.

**Madera County**  
**Personnel Analyst I/II (Continued)**

---

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two years of professional personnel experience comparable to that of a Personnel Analyst I with Madera County.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in human resource management, industrial relations, or statistics.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

**Effective Date:** May, 1995